

CITY OF SAMMAMISH ARTS COMMISSION

Rules of procedures

Preamble:

The City of Sammamish creates the Sammamish Arts Commission (SAC) and outlines in general terms as follows:

The Sammamish Arts Commission shall advise the City Manager, Mayor and City Council on matters of art. The SAC shall encourage, sponsor, co-sponsor or conduct on behalf of the City; art programs open to the public to further develop community interest in the fine and performing arts.

The SAC shall serve as a “focal point” to which individuals and groups may bring their ideas with regard to the arts. The SAC shall offer coordination and partnerships between other organizations which will affect arts within the city. These might include other city departments, agencies, service clubs, as well as private, non-profit organizations. The SAC shall strive to keep the citizenry advised of programs and activities where the arts are concerned.

The following Rules and Procedures have been adopted by the Sammamish Arts Commission:

- 1) Meetings: The SAC shall meet regularly on the third Monday of each month starting promptly at 6:30 PM to 8:30 PM at Sammamish City Hall, 801 228th Ave SE. Should a Commissioner not be able to attend, they are requested to notify the Chairperson and update on action items for which they are responsible.
- 2) Official Business Location and mailing address: Sammamish City Hall, 801 228th Ave SE, Sammamish, WA 98075.
- 3) Removal: Any member of the Commission may be removed for lack of attendance, neglect of duty or malfeasance in office. When a member is unexcused at three (3) regular business meetings in a one (1) year period, the position may be declared vacant by the City Manager.
- 4) Officers and Elections: At the first regular meeting in February of each calendar year, the Commission shall elect a Chairperson who shall hold office for one (1) year. No member shall hold office for more than two (2) consecutive terms. The Commission may elect from its membership other officers as it deems necessary. Duties of Chairperson are described as follows:
 - A. Chairperson: Will call and conduct Commission meetings and represent the Commission in general; will serve as ex-officio member of all committees (or oversee all projects). The Chairperson shall appoint all committees and their respective chairpersons as needed and shall fill committee vacancies as they occur. The Chairperson may adjust, for good and sufficient reason, regular convening time of meetings as set forth in these bylaws. When this is done, every effort shall be made to advise each Commission member and City Manager at least twenty-four (24) hours in advance of adjusted convening time.
- 5) Committees: By consensus, the Commission shall create or disband committees as deemed appropriate in order to perform the business of the Commission. Each committee shall report as appropriate to the Commission and give full information of all of its proceedings.

- 6) Voting: Decisions requiring a vote of the Arts Commission shall be made by a majority rule of the Commission. Should a subset of Commissioners attend a forum requiring a vote, majority of that subset shall rule. Decisions may also be arrived at by consensus.
- 7) Quorum: A quorum for the transaction of "official business" shall consist of a majority of all current members of the Commission; for example the seven (7) Commissioners shall have at least four (4) members present to make a quorum.
- 8) Representatives: The Commission may designate Commissioners to attend special meetings in the community as it deems necessary, defining their terms and duties for such purpose. Commissioner shall be information gatherers and shall not represent the Commission as a whole.
- 9) Act as a Body: The Commission shall act as a body in making its decisions and announcing them. No member shall speak or act for the Commission without prior authorization.
- 10) Relationship to the City: The Commission shall report directly to the City Manager. For administrative purposes, the City Clerk shall provide support as necessary.
- 11) Public Meetings/Public Participation: All meetings of the SAC for the purpose of taking action and for which public notice has been given shall be open to the public. Citizens are encouraged to participate, speak and voice their interest in Commission issues. Audience participation shall be limited to four minutes per speaker.
- 12) Agenda for Regularly Scheduled Public Meetings: An agenda for each public meeting shall be prepared by the Chairperson and forwarded to each Commissioner and the City Clerk with a notice of next regular meeting. Additional agenda items may be proposed by any member of the Commission when submitted three (3) days prior to the regular monthly meeting.
- 13) Publications, Minutes and Records: All minutes are a matter of public record and will be posted on the City website and maintained at the official business office.
- 14) Meeting Minutes: Meeting minutes shall consist of primarily a record of action taken, and project updates with milestones. Minutes of each meeting shall be subject to approval by the Commission. A record of Commissioner attendance will be included indicating presence, excused and unexcused absences.
- 15) Co-sponsorship of Programs: All requests from community organizations for Commission assistance or sponsorship shall be in written form, and shall be delivered to the Commission or the City offices for consideration by the Commission.
- 16) Activity Reports: The Chairperson shall develop quarterly activity reports to be submitted to the City Manager, Mayor and City Council.
- 17) Arts Fund: All money raised by the Commission shall be maintained in the City of Sammamish account. Separate accounting shall be kept by the City Clerk. These funds shall be used for art acquisition, performing arts and art related activities.
- 18) Procedure and Amendments: The forgoing rules and regulations are intended to govern the conduct and affairs of the Commission and to prescribe the conduct of its officers. The rules of procedure may be amended by the Arts Commission upon a majority vote with all Commission members canvassed.